

GUIDELINES OF THE MILE HIGH AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

Revision Final Draft as of March 14, 2010 – Part 2

ARTICLE - 9

SUBCOMMITTEES

The Subcommittees of the MHASC are Activities, Training Coordinator, Hospitals and Institutions (H & I), Literature Supplies, Outreach, Phonenumber, Public Information (PI) and Web Servant.

All Subcommittee Chairs are elected by the MHASC. It is suggested that the MHASC Subcommittee Chairs have a minimum of two (2) years continuous clean time, have demonstrated a working knowledge of the Twelve Traditions of *Narcotics Anonymous and Twelve Concepts for NA Service*, and presents a history of completed NA service positions.

It is the duty of each Subcommittee Chair or Representative to:

1. Attend and provide written reports, within 7 days to the area secretary, of all monthly activities at each MHASC meeting.
2. Announce and hold regularly scheduled Subcommittee meetings.
3. Attends quarterly budget planning meeting.
4. Submits quarterly itemized budgets for approval to the MHASC.
5. Elects or appoints other committee members as necessary.
6. Will channel all funds received to the Treasurer (in absence of treasurer, to the assistant treasurer) of the MHASC within 7 days following any event that has generated funds.
7. All MHASC Subcommittee Guidelines are submitted in writing and approved by the MHASC. Updates, amendments or changes to guidelines are also presented and approved by the MHASC.
8. Will function within the principles of any World Service handbook, guideline or guide unless stated in writing by the Subcommittee or MHASC as a group.
9. Meetings are non-smoking.

Activities

The purpose of the Activities Subcommittee is to provide the fellowship in the MHASC with recovery-oriented events, activities and merchandise. The funds generated through the Activities Subcommittee belong to the MHASC and are to be used to further our primary purpose.

Hospitals and Institutions

The purpose of the Hospitals and Institutions Subcommittee (H&I) is to conduct panels and meetings that carry the message of NA to addicts who often have no other way of hearing our message.

Literature Supply

The purpose of the Literature Subcommittee is to provide NA approved literature for purchase by the MHASC members and individual Decision Makers attending the MHASC. This is accomplished by purchasing in bulk from the Narcotics Anonymous World Services (NAWS) in order to keep an inventory available for resale. Each order is charged ten percent (10%) in order to help cover shipping costs and to continue to restock the literature supply on hand. All money generated is reconciled between the Chair of the Literature Subcommittee and the MHASC Treasure by the close of each MHASC meeting.

The Literature Subcommittee may also have the opportunity to participate in the review and input of NA literature seeking conference approval. The Literature Subcommittee can also develop original materials to be submitted to NAWS. All such material must be presented to the MHASC before being sent to NAWS.

Outreach

The purpose of the Outreach Subcommittee is to provide assistance in overcoming the isolation that can hinder the growth of any addict seeking recovery. The focus and goal is to help NA groups or individuals feel a part of the larger NA community. Communication between Outreach, H&I, and PI is suggested in order to avoid duplication of efforts.

Phone Line

The purpose of the Phone Line Subcommittee is to maintain the information/help line for the MHASC known as "303-832-DRUG". It is the responsibility of this committee to consistently update the information on the information/help line, coordinate schedules for volunteers to man the help line and provide training for our volunteers in accordance with A Guide to Phonenumber Service.

Public Information

The purpose of the Public Information Subcommittee (PI) is to provide conference approved NA literature, speakers and information to the public. The Public Information Subcommittee serves as a resource about NA in the area that the MHASC serves.

Training Coordinator

The purpose of the Training Subcommittee is to provide education primarily to the MHASC GSR's and GSRA's about the responsibilities of their position, general descriptions of other positions held at the MHASC and any training for the MHASC members deemed necessary by the MHASC.

Website

The purpose of the Website Subcommittee is to maintain the website www.nacolorado.org/denver and provide meeting lists to the fellowship. It is the responsibility of this committee to consistently update MHASC activities, MHASC Meeting List and perform maintenance as needed on the website.

ARTICLE - 10

FISCAL RESPONSIBILITY

DISBURSEMENTS

The priority of disbursements of the MHASC is to be as follows

1. Contractual obligations are automatic and do not require a vote of the MHASC
2. MHASC budgeted items are to be paid automatically and do not require a vote but must be prioritized in the event of a shortfall.

a. PRIORITY LIST

- | | |
|------------------------|------------------------|
| 1. H and I literature | <u>Operating Costs</u> |
| 2. Meeting Lists | 6. Phone |
| 3. P.I. literature | 7. Training |
| 4. Outreach literature | 8. Literature |
| 5. P.I. events | 9. Administration |

3. Non-contractual, non-budgeted expenditures require a vote of the MHASC and must be prioritized. Expenditures that cannot be met at that month's meeting must be given highest priority at the next MHASC.

All disbursements must be receipted.

Non-receipted disbursements must be accompanied by a written estimate of planned expenses. Once the expense is completed all receipts and funds must be turned into the MHASC Treasurer for reconciliation by the next MHASC meeting.

In order to avoid our members from spending personal funds it is suggested that disbursement checks be written to a specific supplier of goods and services.

As a last resort, a member may spend personal funds and must submit a receipt in order to request a reimbursement from the MHASC.

BUDGETS

1. Contractual obligations are defined as any contract between MHASC and any outside entity. These include but are not limited to: phone services, advertising, meeting space rent, storage space rent.
 - a. Provisions are to be made to reserve funds for expenditures that are annual and biannual.
 - b. Budgeted contractual obligations must be adjusted quarterly. Budgeted contractual obligations are defined as one quarter (1/4) of the annual contractual obligations. Careful considerations is suggested when voting to disburse from the budgeted contractual obligations. Once disbursed the budgeted contractual obligations would need to be replenished as soon as possible in order to meet contractual obligations for the fiscal year.
 - c. The Chair will appoint an Ad-Hoc committee to research, review, and/or renegotiate all contracted expenses on an as needed basis. This Ad-Hoc committee will make recommendations based on their findings to the MHASC. Addition or removal of a contractual obligation must be approved by the MHASC.
2. Quarterly Budgets
 - a. A quarterly budget cannot exceed the average income of the three previous full quarters minus funds necessary to cover our contractual obligations for the next 3 months.
 - b. Subcommittee budgets are to be determined at the quarterly budget planning meeting.
 - c. Quarterly budgets will be approved by the MHASC.
 - d. At the end of each quarter, all monies in excess of \$250, after expenses and budgeted contractual obligations will be considered for disbursement down the service structure at 40% to World and 60% to Region.

Fiscal year for the MHASC begins July 1 and ends June 30.

Quarters are as follows:

- 1st Quarter = July thru September
- 2nd Quarter = October thru December
- 3rd Quarter = January thru March
- 4th Quarter = April thru June

Budget meeting and approval:

- June
- September
- December
- March